

Manager, Salesforce & Data Administration  
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=224872>

Downloaded On: May. 9, 2024 4:29am

Posted Nov. 2, 2023, set to expire Oct. 31, 2024

<b>Job Title</b>	Manager, Salesforce & Data Administration
<b>Department</b>	Business Administration
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	Nov. 2, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Dean
<b>Academic Field(s)</b>	Computing/Informational Services
<b>Job Website</b>	<a href="https://www.auemployment.com/postings/41650">https://www.auemployment.com/postings/41650</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Job Summary

Auburn University's **Harbert College of Business** is seeking to hire a **Manager of Salesforce and Data Administration**.

This individual will manage a Salesforce staff and strategically work to maximize information and data management to facilitate effective academic program management, track student outcomes, and enhance employer engagement and alumni relations. The Manager will report to the Associate Dean for Academic Affairs and will also serve as the College liaison to Auburn University's new OneAuburn initiative to build a campus-wide CRM solution to provide an intelligent single-source view of our constituents, improve business processes, and enable data-driven decisions.

**About Auburn:** Auburn was named by Forbes Magazine as one of the state of Alabama's best employers, with employees staying an average of ten years! Learn more about Auburn's impact,

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generous employee benefits, and thriving community by visiting [aub.ie/working-for-auburn](http://aub.ie/working-for-auburn).

**It's a Lifestyle:** The Auburn/Opelika area is a page right out of Southern Living magazine with an idyllic small-town feel, perfecting a unique balance between a close-knit community and driving consistent growth and development. Paralleling the exponential growth of Auburn University, the Auburn/Opelika area boasts services and amenities that cater to any interest. We're proud of our top school systems, city services, award-winning restaurants, and the infectious spirit of life in a college town. You can find us nestled halfway between the beach and the mountains in a lower-cost-of-living area, two hours outside of Atlanta or Birmingham. If you're new to Auburn, we'd love to introduce you. If you're already acquainted with Auburn, we'll keep it simple: it's time to come home!

**Our Commitment:** Auburn University is committed to a diverse and inclusive campus environment. Visit [www.auburn.edu/inclusion](http://www.auburn.edu/inclusion) to learn more about our commitment to expanding equity and inclusion for all.

### Essential Functions

Specific duties include:

- Managing a team of data analysts and information specialists deployed throughout the college.
- Working with college and university leadership, information technology specialists, and end users to evaluate and optimize processes, develop new features, and/or automate processes to allow for more relevant and reliable decision-making.
- Directing multiple sources of complex data related to college functions including graduate and undergraduate programs, employer data management, and alumni data management.
- Establishing and implementing policies and procedures for data governance, security, and integrity, through collaboration with university liaisons.
- Managing administrative Salesforce functions (including user management, reports, dashboards, and workflows), the day-to-day configuration, support, maintenance, and improvement to the platform, and necessary system upgrades.
- Facilitating education and support to empower the user group and grow the collective user skillset.
- Demonstrate a strong internal customer service orientation.

### Minimum Qualifications

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**Education:** Bachelor's Degree in Business, Engineering, or Mathematics/Statistics. Preferred degree in Management Information Systems, Computer Engineering, or Business Analytics.

**Experience:** The minimum experience requirement is 6 years experience designing, administering, reporting, and analyzing data and data sources to drive decisions. At least 1 year experience mentoring, supervising, or leading others.

**Substitutions allowed for Experience:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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